

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena MT 59604**

**VACANCY ANNOUNCEMENT**

**May 21, 2008**

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<b>TITLE:</b>	Administrative Support
<b>POSITION NO:</b>	00587
<b>LOCATION:</b>	Child & Family Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 3
<b>STARTING SALARY:</b>	\$20,149 - \$25,188 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, June 5, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Transportation of clients may be occasionally or routinely required in some locales.

**CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

**TYPICAL DUTIES:** This position is responsible for providing clerical and administrative support services to division Child Protection Specialists (CPSs) regarding foster care, investigative, and licensing functions; working closely with county social workers and supervisors to act as a liaison between division CPSs and other divisions of the department, the County Attorneys office, and numerous other community-based providers/partners to ensure smooth coordination in the provision of services to ensure the safety, well-being, and permanency of children brought to the division's attention. Specific duties include reception and general office

responsibilities (e.g., typing personnel correspondence, forms, appraisals; processing travel vouchers and payroll-related documents for division staff; handling mail daily; receptionist duties such as answering telephone, routing calls and clients to workers, greeting and directing visitors, etc.); performing Child Protective Services, criminal, sex offender, and driver's license background checks on all applicants who apply to be licensed for daycare, foster care, or adoption and routing findings to appropriate authority; maintaining updated and accurate records of children placed in foster care; and providing computer support services to division staff.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of office practices and procedures; business English, spelling, grammar, composition, and telephone etiquette; and of computers and programs including Excel, Word and Windows software. Knowledge of Social Services systems is preferred.

Skills: Skill in the use of office equipment such as typewriter, transcriber, copy machine, and digital phone system; organization; prioritization; and decision-making.

Abilities: The ability to establish and maintain effective working relationships; multi-task; stay calm in stressful situations; work independently with minimal supervision; meet deadlines; write clearly and effectively, eliminating unnecessary detail.

**EDUCATION/EXPERIENCE REQUIRED:** High school diploma (or GED) **AND** one year of administrative support experience. Other combinations of education and experience will be considered on an individual basis.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.